


FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: College Police Officer SALARY RANGE: \$17.28 - \$18.02 315G Department or Agency Name: State Colleges Division/Section/Unit: CCRI - Safety & Security Assignment(s) / Comments: Hours and Campus may vary depending on the needs of the department Shift and Days: Primarily Tue. - Sat. 7am - 3pm Restrictions/Limitations: SUBJECT TO PHYSICAL EXAMINATION. Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Name of Bargaining Unit Union: ESPA There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	CLASSIFICATION CODE: 02182200 REFERENCE POSITION NO.: 510 APPLICATION PERIOD: 10/14/2011 - 10/23/2011 PREVIOUS APPLICANTS (8/14/2011 - 8/23/2011 POSTING PERIOD) NEED NOT REAPPLY Job Location: All campuses, initially Lincoln Campus See below for Specific Instructions
	INSTRUCTIONS: NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. Candidates must apply on-line at https://jobs.ccri.edu within the application period as shown on this announcement. For help completing the on-line application, please visit us in person or contact our office at 401-825-2311. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
General Information to Candidate	DUTIES / RESPONSIBILITIES: See job description.	
Statement of Duties	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request). Education: Such as may have been gained through: See job description. Or Experience: Such as may have been gained through: See job description. Special Requirement: See job description.	
Minimum Education & Experience	Candidates must apply on-line at https://jobs.ccri.edu within the application period as shown on this announcement. For help completing the on-line application, please visit us in person or contact our office at the telephone number below. Telephone #: 401-825-2311 TTY/TDD #: 401-825-2313 (Telecommunication Device for the Deaf)	
Where to Apply		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: COLLEGE POLICE OFFICER

Class Code: 02182200

Pay Grade: 15G

EO Code: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To enforce laws and Board of Regents' regulations; to make arrests in accordance with provisions of Federal, State and local laws and ordinances; to maintain order and security on institution premises; to provide fire inspection services to the campus community; and to do related work as required.

SUPERVISION RECEIVED: Works under the general and specific instructions of a superior college police officer who reviews work in process and upon completion for conformance to provisions of law, Board of Regents' regulations and institution regulations and instructions.

SUPERVISION EXERCISED: Exercises immediate supervision over lower ranking personnel and student peace officers within an assigned area or particular assignment.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To patrol an assigned area on foot, or in a motor vehicle; to inspect campus buildings and grounds, to guard against fire, theft, damage, defacement or destruction; to enforce traffic regulations including the use of radar and issuing tickets; to direct and control traffic; to give information to the public; to supervise the parking of cars and patrol parking areas for safety and protection against theft; to investigate and make detailed reports on traffic violations, accidents and criminal incidences; and to type and file reports as required.

To arrest with or without a warrant, as permitted within the law, any person for violations of State or Federal criminal statutes or for violation of local town ordinances occurring on said premises or upon streets and highways immediately adjacent to said premises and to process and/or detain such person(s) as required; and to write and submit reports concerning such actions.

To appear in court or at other hearings such as campus judicial boards and give testimony, and prepare paperwork relating to such appearances.

To operate a communications office including dispatching and keep police records.

To perform fire inspections and assist in conducting fire drills as required.

To perform routine maintenance on police vehicles.

To cooperate with other law enforcement agencies in the enforcement of laws and regulations.

To perform other related duties as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of Board of Regents' and assigned institutional regulations; a working knowledge of the principles and practices commonly applied by a police officer in the enforcement of the law and regulations to protect life and property; ability to apply such knowledge, principles and practices; ability to enforce traffic regulations and to direct and regulate traffic; ability to make accurate reports on law or regulation violations; ability to evaluate fire hazards and have working knowledge of State Fire Safety Code; ability to operate a communications office and keep police records; ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others; ability to understand and carry out oral and written instructions; ability to write and speak effectively; and such related duties and abilities as may be required.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an approved high school; and must satisfactorily complete the Rhode Island Municipal Police Training Academy curriculum; and

Experience: Such as may have been gained through: employment in a full-time position requiring maintenance of law and order, and the protection of life and property including the responsibility for the arrest and detention of persons in violation of the law.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

1. Must be physically qualified to perform assigned duties as evidenced by a physician's certificate, and
2. Must satisfactorily complete a Fire Safety Program in conjunction with the State Fire Marshall's Office within (6) months of appointment, and
3. Must possess and maintain a valid Rhode Island driver's license.

Class Revised: December 22, 1985

Editorial Review: 3/15/03